

SPECIAL MEETING WILLMAR CITY COUNCIL PROCEEDINGS
CONFERENCE ROOM NO. 1
CITY OFFICE BUILDING
WILLMAR, MINNESOTA

April 8, 2019
7:15 p.m.

The special meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Rick Fagerlie, Shawn Mueske, Kathy Schwantes, Vicki Davis, Julie Asmus, Andrew Plowman, and Audrey Nelsen. Present 8, Absent 1. Council Member Fernando Alvarado was excused from the meeting.

Also present were City Administrator Ike Holland, Police Sergeant Vince King, Human Resource Director Samantha Beckman, City Clerk Judy Thompson and City Labor Attorney Brandon Fitzsimmons.

Human Resource Director Samantha Beckman stated City Administrator Ike Holland submitted his 90-day notice and his last day of employment with the City will be June 18, 2019, so the Council needs to select a recruiting firm as soon as possible to begin the process of finding his replacement. Ms. Beckman presented proposals from three recruiting firms and their timelines.

Discussion items included: finding an Interim City Administrator to fill in until a permanent Administrator can be hired; resources to use to find potential interim candidates and helping us through the process – i.e. League of Minnesota Cities; hire someone from current staff; obtain additional information from recruiting firms and present to Council; have a video about Willmar prepared by WRAC-8 staff member, Rudy Vigil, to have included with potential recruiting material; following structure of Labor Committee doing the vetting, and then presenting to Council for consideration.

Following discussion, consensus of the Council was to direct Human Resource Director Samantha Beckman to gather additional information from two of the three recruiting firms – 1) GovHR, and 2) Bakertilly (Springsted), and report back to the Labor Committee; have Ms. Beckman serve as the clearing house for potential candidates, etc., bring to Labor Committee, followed by presenting to the full Council for consideration; work with City Administrator Ike Holland for his assistance and guidance, and; consult the League of Minnesota Cities.

Labor Committee Chair Shawn Mueske presented the current City Administrator job description to the Council and opened up discussion regarding any changes that might be needed to reflect the Council's desires.

Discussion items included: gathering input from current Administrator Ike Holland for what could be looked at differently and what attracted him to Willmar; and possibly obtaining job descriptions from other communities for revisions, etc.

Following discussion, consensus of the Council was to direct Human Resource Director Samantha Beckman to obtain job descriptions from other communities, and; Council to make suggestions for changes they would desire in the job description and return to either Ms. Beckman or Labor Chair Mueske.

Council suggested all of tonight's requested information, if complete, could be presented to Council at the upcoming mini-retreat on April 29th.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Asmus seconding the motion which carried. The meeting adjourned at 8:31 p.m.

s/s Marv Calvin
MAYOR

Attest:

s/s Judy Thompson
SECRETARY TO THE COUNCIL